

ARIZONA DEPARTMENT OF RACING

LICENSE APPLICATION INSTRUCTIONS

An applicant for an Arizona Department of Racing license is required to:

- **Submit a complete application**
- **Submit 2 fingerprint cards** (new applicants – required, returning licensees – every 2 years or as required by ADOR)
 - Fingerprints must be taken by a law enforcement agency or a racing jurisdiction official
 - Fingerprint cards must be completed in **BLACK INK**
 - Fingerprint cards must be signed by the applicant and the official taking the fingerprints
 - Complete ALL areas that do not say “LEAVE BLANK” in the top half of the fingerprint card
 - National Racing Compact license holders do not need to submit fingerprint cards
 - The Department of Racing does not participate in reciprocity with other racing jurisdictions
- **Provide a Governmental Picture ID** of documentation of citizenship or alien status by submitting any of the documents listed on the back of this page in the section titled Arizona Statement of Citizenship and Alien Status
- **Submit a check or money order in US funds payable to ADOR**, or cash, to cover the licensing fee(s) and fingerprint processing. If payment of fees is made by personal check and that check is not on a valid account or drawn without sufficient funds the license issued shall be null and void and an automatic fine of \$25 shall be imposed.

LICENSING TIMEFRAMES

The license application review process occurs within timeframes established under the authority of A.R.S. § 41-1073, and detailed in A.A.C. R19-2-106 and R19-2-306.

- Administrative completeness review time-frame – 85 days
 - If the license application is incomplete, the Department will issue a written notice that specifies what information is required and return the license application.
 - A license application is considered withdrawn if the applicant or licensee fails to file a complete license application within 10 days of being notified that the license application is incomplete.
- Substantive review time-frame – 5 days after determining that a license application is administratively complete, the Department determines whether the new applicant or returning licensee meets all substantive requirements. If the requirements are met, the license is issued. If not, the license is denied.
- Overall time-frame - 90 days.

CONTACT INFORMATION

Licensing Questions: Victoria Rogen 602-364-1716 or Vicki Huguenard 602-364-1723

Mail-in Applications: Arizona Department of Racing
Attention: Licensing
1110 W. Washington, Suite 260
Phoenix, AZ 85007

See back of page for Arizona Statement of Citizenship and Alien Status and important provisions relating to an Arizona Racing License.

ARIZONA STATEMENT OF CITIZENSHIP AND ALIEN STATUS
BY APPLICANTS FOR STATE PUBLIC BENEFITS – Professional and Commercial License

- **Qualified Alien status**
 - An alien lawfully admitted for permanent residence under the Immigration and Nationality Act (INA).
 - An alien who is granted asylum under § 208 of the INA.
 - A refugee admitted to the United States under § 207 of the INA.
 - An alien paroled into the United States for at least one year under § 212(d)(5) of the INA.
 - An alien whose deportation is being withheld under § 243(h) of the INA.
 - An alien granted conditional entry under § 203(a)(7) of the INA as in effect prior to April 1, 1980.
 - An alien who is a Cuban or Haitian entrant (as defined in § 501(e) of the Refugee Education Assistance Act of 1980.)
 - An alien who is, or whose child or child's parent is a "battered alien" or an alien subjected to extreme cruelty in the United States.
- **Nonimmigrant status**
 - A nonimmigrant under the Immigration and Nationality Act (8 USC § 1101 et seq. Nonimmigrants are persons who have temporary status for a specific purpose. See 8 USC § 1101(a)(15).
- **Alien Paroled into the United States for less than One Year**
 - An alien paroled into the United States for less than one year under § 212(d)(5) of the INA.
- **Other Persons**
 - A nonimmigrant whose visa for entry is related to employment in the United States.
 - A citizen of a freely associated state, if § 141 of the applicable compact of free association approved in Public Law 99-239 or 99-658 (or a successor provision) is in effect. (Freely Associated States include Republic of the Marshall Islands, Republic of Palau and the Federate States of Micronesia, 48 USC § 1901 et seq)
 - A foreign national not physically present in the United States
- **Otherwise Lawfully Present**
 - A person not described in any of the above categories who is otherwise lawfully present in the United States.

Submit one of the following documents in support of your declaration. PROVIDE A PICTURE ID if the document you are providing does not have a picture.

Exceptions: *Applicants who have applied through the National Racing Compact.*
Applicants for a temporary license who will provide documentation per ARS 5-107.01(F.)
Applicants who are citizens of a foreign country and not physically present in the United States.

- An Arizona driver license issued after 1996 or an Arizona nonoperating identification license.
- A driver license issued by a state that verifies lawful presence in the United States. (The following states do not verify, and therefore are not acceptable: Hawaii, Illinois, New Mexico, Utah and Washington. Washington verifies only for credentials labeled as "Enhanced.")
- Enhanced Driver License or ID Card issued by another state, territory or possession of the US.
- E-Verification issued by the Department of Homeland Security verifying employment eligibility.
- A Permanent Resident Card (green card)
- A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States.
- A United States certificate of birth abroad.
- A United States passport.
- A foreign passport with a United States visa.
- An I-94 form with a photograph.
- Employment Authorization Card issued by the United States Citizenship and Immigration Services or refugee travel document.
- A United States certificate of naturalization.
- A United States certificate of citizenship.
- A tribal certificate of Indian blood.
- A tribal or bureau of Indian affairs affidavit of birth.
- Any other license issued by the Federal Government, any other State Government, an Agency of this State or a Political Subdivision of this State that requires proof of citizenship or lawful alien status before issuing the license.
- Other acceptable document as determined by the Department.

PROVISIONS RELATING TO AN ARIZONA RACING LICENSE

License Application Instructions & Checklist - I have been provided with a copy of the Instructions and Checklist and acknowledge receiving a written explanation of the license application review timeframes established under the authority of A.R.S. § 41-1073, and detailed in A.A.C. R19-2-106 and R19-2-306.

Declaration of Citizenship or Alien Status – I declare under penalty of perjury that I am a citizen or national of the United States, or that I am an alien who has status under federal law 8 USC. §§ 1621, 1641, or 1101. If I am unable to provide acceptable documentation at time of application, I have been provided with a list of acceptable documents and will, in a reasonable time, provide a document acceptable to the Department.

Testing - I hereby acknowledge that pursuant to A.R.S. § 5-104(C) and as set forth in A.A.C. R19-2-112 and R19-2-311, as a licensee, I am required, if applicable to my license category, to submit to testing when there is reason to believe I am under the influence of or unlawfully in possession of any prohibited substance regulated by Title 13, Chapter 34, or have consumed alcohol in violation of A.A.C. R19-2-112 or R19-2-311.

Person and Premises Search - I consent to a search of my person, vehicles, tack rooms, stable area rooms, or stalls by representatives of the Department while on the grounds under the supervision of the Department (A.R.S. § 5-104(B)(E); A.A.C. R19-2-102(17) & R19-2-302(19); R19-2-121(E)(3)(a)(e) & R19-2-309(E)(3)(a)(e)).

Social Security Numbers - A.R.S. § 25-320 mandates that each licensing board or agency that issues professional or occupational licenses or certificates must obtain and record the social security number of an applicant for professional or occupational license or certificate in its database in order to aid the department of economic security in locating parents or their assets or to enforce child support orders. Therefore, it is mandatory that your social security number is provided on this application. When social security numbers appear on public records, and copies of such records become the subject of a records request, social security numbers must be redacted from the document.

Arizona Workers' Compensation Compliance - Arizona law requires that all employers doing business in Arizona carry workers' compensation insurance. The Industrial Commission of Arizona routinely checks employers at Arizona racetracks for workers' compensation compliance. Failure to comply with the provisions of A.R.S. Title 23, Chapter 6, may result in enforcement action through The Industrial Commission of Arizona. Civil Penalties may be imposed and you may also be subject to an injunction to close your business operations until you obtain the mandatory insurance.